

# St. Gerard Majella Preschool Handbook 2025-2026



ST. GERARD MAJELLA PRESCHOOL

**Saint Gerard Majella Preschool**

2005 Dougherty Ferry Road

Kirkwood, MO 63122

314-822-8844

[www.sgmschool.org](http://www.sgmschool.org)

*Accredited by the Missouri Nonpublic School Accrediting Association 2024-2025*

# WELCOME!

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## **MISSION STATEMENT**

St. Gerard Majella Catholic Preschool Program believes each child is a special, unique gift of God. We are dedicated to providing a safe, nurturing environment that fosters the spiritual, intellectual, social, emotional, and physical growth and development of every child.

## **PHILOSOPHY**

Our program is based on the spiritual, intellectual, social, emotional and physical growth of each child.

### **Spiritual Growth**

Children receive the gift of the Catechesis of the Good Shepherd (a Montessori based preschool faith formation) to nurture a deep love and relationship with God. Children are given opportunities to experience prayer, scripture, altar works, liturgical calendar, baptism, and Jesus as the Good Shepherd.

### **Intellectual Growth**

St. Gerard Majella Preschool is committed to preparing each child for success. This will be done through a Project Construct approach that will invite inquiry, exploration and focus on the 4 C's (creativity, collaboration, communication and critical thinking). Table Time and centers will lead our learning based on language arts, math, science, dramatic play and the arts, to prepare our students for Kindergarten.

### **Social Growth**

Young children learn through life experiences and their environment how to interact with others by applying respect, responsibility and self-control. Positive reinforcement and gentle guidance encourage Christian behavior.

### **Emotional Growth**

Preschoolers are encouraged to express themselves in a safe and nurturing environment. As a child of the Good Shepherd, each develops positive self-esteem and a sense of security.

### **Physical Growth**

Children are given opportunity to develop small muscle and large muscle groups through a variety of activities. These opportunities occur in the classroom, gym and outside play areas.

## **ABSENCE**

Parents are required to contact the main school office (314-822-8844 ext. 2) or email/Class Dojo the teacher before 8:00 a.m. if a child is going to be absent or tardy. If a message is not left before 8:00 a.m., school will contact the parent and check on the status of the child.

## **ACCIDENTS OR INJURIES**

All minor accidents or injuries will be taken care of by the teacher, preschool director, or school nurse. In the case of serious injury, especially head injuries, the parent will be notified immediately, and emergency procedures as prescribed by the parent on the child's emergency form will be implemented.

## **ARRIVAL AND DISMISSAL PROCEDURES**

To keep traffic flowing and to prevent any accidents, we are asking ALL parents (preschool through eighth grade) to circle around the back of the school building to drop off all children. Everyone will enter the parking lot from Ballas Road and drive around the back of the building from west to east. If you enter the lot from Dougherty Ferry, make a left driving past Church and meld into the line of cars entering from Ballas and continue around back of the building. Once in the back of the building, ONLY K-8 students will exit from the passenger side of the cars and will enter school from the various entrances. **Preschool students will remain in the cars.** Continue to drive around the back of the school building towards the main parking lot. Once you get to the main parking lot, you will veer an immediate right into the preschool drop off lane. This lane will be alongside/parallel to the stage area. Please drive your car up as far as it allows in this lane. Preschool staff will be outside to help the students exit cars and walk them into school. Once your child has exited the car, you may then exit onto Dougherty Ferry with the rest of the cars.

The main gates behind the school open at 7:20 a.m. and will close at 7:50 a.m. If you arrive after 7:50, please drive to the church side of the parking lot or the main parking lot, if traffic allows, to drop off your child. If staff is no longer outside, please walk your child to the preschool doors and ring the doorbell.

Morning drop off may be a longer process for those who only have a preschooler, but this process ensures that the cars entering and exiting the parking lot are going in the same direction, not cutting others off, which allows everyone to arrive at school safely.

## **Noon Dismissal Procedures**

There will be two options for noon dismissal this year, which will unfortunately vary depending each day. This is due to middle school lunch recess being held on the blacktop during noon pick up time.

On most days, middle school students have recess on the field. However, when the field is wet or muddy—such as on rainy days—recess is moved to the blacktop and continues until 11:55 a.m.

### **Dismissal Option 1: Blacktop Available (No Recess)**

If the blacktop is open and not being used for recess:

- You will pull onto the main lot, facing the stage.
- Please line up in two rows.
- Once all students are safely in their cars, cars will be dismissed to exit the lot.

### **Dismissal Option 2: Blacktop Unavailable (Recess in Progress)**

If middle school recess is happening on the blacktop (usually due to a wet or muddy field):

- You will need to find a parking spot on the church side of the lot.
- If no spots are available, you may double park behind parked cars.

**In both scenarios, preschool staff will walk your child outside at Mary's Garden. You will meet your child there.**

Thank you for your cooperation in keeping dismissal safe and smooth for everyone and we appreciate your flexibility and understanding as we adjust dismissal procedures based on daily conditions.

**Full Day Dismissal**-For those students being picked up at 3:00 p.m., you will join the K-8 dismissal line/procedure. For pickup, enter the grounds from Ballas, follow the same procedure as morning drop off. Once you reach the parking lot follow the diagram below.

At 3:00 p.m. the staff will walk the students to Mary's Garden to be picked up. When the staff on duty has given the signal for cars to begin leaving, please exit either by Dougherty Ferry or Ballas. PLEASE REFRAIN FROM USING YOUR CELL PHONE OR TEXTING WHILE IN PICKUP ONCE THE DISMISSAL PROCESS HAS BEGUN. Do not block the entrance to the Church side of the lot. Please follow the direction of the staff on duty.

If you are ONLY a preschool family, you have the option for the year to pick up your child at 2:40 p.m. on the church side of the parking lot. You will have to be off the church side by **2:45 p.m.** allowing those that have parking passes to get onto the lot and get a space. If you choose this option, you enter through Ballas, come in front of the school (avoiding the back driveway), back the car into your spot and then dismiss onto Ballas Road once you have your child.

## **BIRTHDAYS**

Students are asked not to bring a snack for their birthday celebration. We have some students with allergies in our classes and we want everyone to be able to participate in the excitement. **Instead of a snack or a gift to share with classmates, students can have a dress out day when celebrating his/her birthday.** Birthday invitations may not be passed out at school unless the entire class is receiving one or one entire gender is receiving them. For those students who celebrate summer birthdays, we encourage you to celebrate your big day on your half birthday. (June→ December, July → January, August → February)

## **CLASS SIZES**

### Preschool Class:

Children must be three years old before August 1st and be FULLY potty trained. Class sizes do not exceed sixteen students. Each classroom has a lead teacher and an assistant teacher.

### PreK Class:

Children must be four years old before August 1st and be FULLY potty trained. Class sizes do not exceed eighteen students. Each classroom has a lead teacher and an assistant teacher.

## **CLASS SUPPLIES**

A supply list is given out in the beginning of the school year. You are encouraged to stay true to these name brands and supplies. This list includes supplies each student needs for the following school year. Additional items are provided by the preschool.

## **COMMUNICATION**

Open communication between parents and staff is essential. Parents are encouraged to express their needs and concerns with the teacher or administration. It is beneficial when the staff and parents regularly exchange information concerning the care of the child. To stay informed on school issues, remember to check your child's backpack daily and read the newsletters and notices sent home at the end of the week. (via email or notes in folders)

The staff is always ready to meet with you to discuss your child's progress, his/her strengths, and/or any areas of concern. If your concerns require some time and attention, please schedule an appointment to meet the teacher. Dropping in on teachers unannounced or catching staff at dismissal is not a good time or place as mutually deserved attention and appropriate privacy is more difficult to assure at those times. Administration has the right to attend any meeting deemed necessary. Preschool wide conferences will occur in winter. These will be a face to face with your child's teacher during preschool hours. Assessments will be sent home in May and conferences can be scheduled as needed throughout the year.

## **CURRICULUM**

Our curriculum is designed for children between the ages of three and five. It allows the child to be challenged while still developing at his/her own pace. We follow the Missouri Early Learning Standards and incorporate them into our activities to best prepare your child for Kindergarten.

### **Catechesis of the Good Shepherd**

The Catechesis of the Good Shepherd is a Montessori-based religious program designed for children ages three through twelve. The atrium is a sacred space where children can nurture a personal relationship with God. The space is ordered, child-sized, and beautiful, allowing the children opportunities to interact directly and intensely with materials that are specially prepared by the catechists. The atrium is not a classroom, but rather a place prepared for the child to fully receive God's love and feel His presence. Children have the liberty to move freely and choose works they feel drawn to. The eventual aim of the atrium is to prepare the children to develop and nurture their faith and to participate more fully in Mass.

### **Music and Movement**

Students attend music class twice a month. The children have the opportunity to experience music in a variety of ways by singing, dancing, marching, and using musical instruments. The music class generally ties into the season or theme the children are studying in class.

### **Library**

Students will enjoy visits from Kirkwood Library once a month and will often visit our school library. Students do not check out books.

## **DISCIPLINE**

Early childhood educators consider discipline as a teaching opportunity, not a punishment. The staff members are asked to:

- Interact with the children in accordance with the teachings and principles of Jesus.

- Develop environments that keep children engaged and involved in positive learning experiences.
- Redirect behaviors when necessary.
- Stop any behavior that interferes with learning activities or safety.
- Assist children in making positive choices with others.

In enforcing discipline, educators are to be guided by God's Word. If the teacher is unable to get the children's cooperation, the staff will confer with administration. Parents are kept informed of any discipline concerns throughout the year and may require Parent/Teacher Conferences.

## **EMERGENCY PROCEDURES**

At the beginning of the school year, information concerning you and your child will be requested by the preschool, including an emergency release form. This information will be kept on file so that school may contact you in case of illness or emergency. Please keep the requested information current throughout the school year.

Measures have been taken to secure St. Gerard Majella School. All exterior doors are kept locked, cameras have been installed in appropriate locations, mobile panic buttons are taken outside to recess, and emergency intruder alarms are located throughout the buildings. Response plans and procedures for emergencies that may arise are in place at St. Gerard Majella Preschool. These plans and procedures are disseminated to and reviewed by the faculty and staff before the start of each school year. A copy of the Emergency Plan and Crisis Response Procedure is on file in the elementary school office.

To assure the safety of each student in the event of fire, tornado, earthquake, intruder or other potentially dangerous situations, drills are held periodically during the school year to familiarize students and teachers with emergency procedures. Exiting procedures for each area of the school are posted.

- Parents are required to fill out an emergency release form at the start of each school year. This form will instruct us as to whom your child may physically be released in the event of a natural disaster or hazardous situation. It is crucial that this information be kept up to date!
- School Messaging Service, an automated call system, is in place at St. Gerard Majella for emergency school closures including inclement weather.
- If dismissal of students becomes necessary due to some unplanned emergency situation, parents or guardians should follow the directives of the school and or Kirkwood Police/Fire Departments.

## **ENROLLMENT**

Enrollment at St. Gerard Majella includes the completion of an application for enrollment, a copy of the child's birth certificate, with a non-refundable enrollment fee. Enrollment is subject to the approval of the administration, Pastor, and availability of space. St. Gerard Majella Preschool admits students of any race, color, nationality and ethnic origin to all programs and activities afforded to students of the school. St. Gerard Majella Preschool does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of our educational or admission policies.

Priority of enrollment is as follows:

1. Students and families currently enrolled in St. Gerard Majella Preschool/School.
2. Active, registered parishioners of St. Gerard Majella Parish.
3. Open enrollment.

Once enrollment becomes full, names will be placed on a waitlist for the appropriate class and contacted if and when a space becomes available. If parishioner registration exceeds the number of students preschool can accept, preschool registration is based off of SGM Parishioner registration dates into the parish. Registration forms for the next school year are distributed in February. A non-refundable registration fee is required. We do not do a pre-waitlist to reserve spots for an upcoming school year.

## **FACILITIES**

St Gerard Majella Preschool is located on the main campus of St. Gerard Majella Elementary School in Kirkwood, Missouri. The preschool consists of two PreK classrooms and two preschool classrooms. All four classrooms offer a comfortable and stimulating environment where children come together to explore, inquire and interact through various play-based activities. The walls, both inside and outside the classrooms, display the children's creativeness through various types of artwork. Our facility also includes a state of the art playground.

## **FACULTY AND STAFF**

St. Gerard Majella employs qualified staff of teachers and support personnel to implement a solid and effective curriculum of instruction. Teachers are degreed and state certified, with several holding advanced degrees. The principal is degreed and state certified. *(The School board of St. Gerard Majella requires all teachers to be degreed and certified. April 1993, reviewed January 2008)*

## **HEALTH CARE**

### **SGM School Board Healthcare Policy**

(formerly Medication Policy - February 1992, revised November 2007)

It is the policy of St Gerard Majella School to assure the physical well-being of students and staff during the school day by employing a school nurse and implementing procedures that are in accordance with state and federal guidelines, as well as directives from the CDC and the St. Louis County Health Department.

An RN/LPN is on duty from 8:00 a.m. to 3:00 p.m. to handle illnesses or injuries that may occur. When the nurse is not on duty, the staff assumes those responsibilities. Per Archdiocesan policy, an Emergency Response Team is in place. The team consists of the nurses, administration, elementary school secretary, maintenance staff, and additional staff members. The Emergency Response Team responds to all first aid and emergency situations. The team has received basic training sessions and received additional training in CPR through the Archdiocese. In addition, all staff members receive general first aid training on a regular basis.

Communications about health concerns as well as all medications that need to be dispensed must come directly to the administration and school nurse. In case of illness, a parent will be notified either by phone or at dismissal of the student's visit to the nurse.

### **Special Medical Considerations**

#### **Students with Significant Medical Conditions**

(Archdiocesan policy 4401.6)

A student enrolled in a Catholic school that has a significant or potentially life threatening medical condition may require special consideration.

Schools should take steps to obtain the information necessary to understand the condition, its



manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

If you feel that your child has a special medical need, please call administration directly. After the parents and the student's physician provide pertinent information, a plan of accommodations that may need to be considered or provided will be put into place. All appropriate staff will be informed of the special health plan. Any additional reasonable staff training to assure the physical well-being of the student will occur.

### **Records/Screenings**

State Regulations govern immunizations and health record requirements. All students must have health records on file at school. (Archdiocesan policy 4401.2)

### **Medication**

#### **Administration of Medication**

(Archdiocesan policy 4401.4)

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:

1. the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (Appendix 8: Physician Consent for Medication Administration), signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.);
2. written consent of the parent/guardian for school personnel to administer the medication (Appendix 9: Parental Consent for Medication Administration to their Child);
3. the medication in the original container;
4. proper training of personnel on medication administration.

All medication sent to the school nurse must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

St. Gerard Majella Preschool discourages the administration of any medication to students during the regular school day unless it is medically necessary and impractical to accomplish outside normal school hours. Parents are directed to arrange the administration of the student's medication for times outside the regular school day when feasible.

#### **Our school's personnel will only dispense routine maintenance medication (e.g., asthma medication, etc.) every day to a student in our preschool under the following conditions:**

- At the beginning of the school year, a signed written permission note from the parents or legal custodian directing the school to administer the medication must be brought to the school office.
- The student must bring the medication to the school nurse. The student's medication must be in measured doses. Physician's label with dispensation time and name of medication must be clearly marked and visible on the container. This applies to both liquid and capsule type medication. (Pharmacists will give a duplicate labeled container for transporting medicine to and from school upon request.)
- School personnel will not be responsible for determining appropriate dosages. (e.g., if two dosages are needed for one day, each dosage should be separately wrapped and clearly

marked with dispensation time and name of medication on each container). School personnel will not administer medication if it is past the expiration date (e.g., inhalers).

- School staff will administer no initial dose of any medication and no change will be made on the dosage without a new physician's order.

The above steps also hold true if school personnel need to dispense medication on a daily basis to students who need to take specific prescription medication for a limited period of time (normally 10 or fewer consecutive school days) under the following circumstances:

Cough drops, throat lozenges, and Tylenol are considered forms of medication and should not be in the possession of any student. Nonprescription external or internal medication will not be administered or stored by the school unless accompanied by a physician's order that clearly states time and dosage. "As needed" is not a sufficient directive.

## **ILLNESS POLICY**

All parents are encouraged to make provisions for the occasion when their child may become ill and need to be taken home. We wish to provide the healthiest environment for all children and need each family's cooperation regarding the illness policy.

Each child shall be observed for contagious diseases and signs of illness throughout the day. Parents shall be notified immediately when any contagious disease occurs in the preschool. In the event of illness, parents or other contacts listed on the child's emergency form will be called. It is imperative that sick children be picked up in a reasonable time frame.

A child may return to school after a physician has evaluated a contagious illness, medication has been prescribed, and any period of contagiousness has passed as determined by a licensed physician. A child returning to school **fewer than 24** hours after being sent home will need a physician's written approval before acceptance for care.

Please note: Children must be **fever free** for 24 hours **without** the aid of medication before they can be accepted for care.

## **INCLEMENT WEATHER**

If it becomes necessary to close school or have a late start, due to inclement weather, you will receive a phone blast and the announcement will be broadcasted on KSDK and KMOV television stations. We will follow St. Gerard Majella Elementary School closings and snow schedules. If the announcement indicates, "snow schedule," doors to both the schools will open at 8:20 a.m. Classes will begin at 9:00 a.m. The regular pick up time will still apply. If weather becomes severe throughout the school day, parents may sign their child out early. If you choose to keep your child at home, please contact the school.

## **LUNCH**

Lunch is to be brought to school for those students who are attending full day preschool. The children are to bring a healthy lunch with a drink. Please refrain from packing candy with their lunch. Students will not buy lunch from the hot lunch program.

Special Lunch: An APT Special Lunch or Breakfast is provided once a month. Generally food is brought in from different restaurants. The students enjoy the variation. All proceeds are forwarded to the APT. These proceeds are part of their general revenue and directly benefit all students. This

option is available to preschool students who are attending full day on Fridays. A link will be emailed to families to place orders in advance.

### **PRESCHOOL SESSIONS AND TUITION**

Morning Only (four days a week-Monday-Thursday)	8:00 a.m-12:00 p.m.	\$3,480
Full Day (four days a week-Monday-Thursday)	8:00 a.m. -3:00 p.m.	\$5,210
Full Day (five days a week-Monday-Friday)	8:00 a.m.-3:00 p.m.	\$6,510

Tuition is due on or before the 5th of each month. (September – May). All checks are to be made payable to St. Gerard Majella. The payment may be brought to the school office, Parish Office or put in the collection basket on Sunday.

There will be no refund for absences, due to illness, change of plans, or vacation.

If tuition for the month has not been received by the 5<sup>th</sup> of the month, a reminder will be sent home for the first month this occurs. If repeated, a late-fee will be assessed for each additional month a reminder is necessary. The St. Gerard Majella School Board will examine the level of tuition and fees in conjunction with the Parish Finance Committee. Tuition or fee changes will be made if necessary.

### **SAFETY OF STUDENTS**

The safety of the St. Gerard Majella community of students, staff, and parents are our utmost priority. Therefore, protocols have been put in place to maintain the safety of the campus. Along with security measures of locked doors, camera placements, emergency intruder alarms, emergency exits, etc. an emergency response manual has been created in cooperation with the police and fire district of Kirkwood. (Archdiocesan policy 6202)

During the school day between 7:00am and 3:45pm, all doors will remain locked with the exception of the outer doors at the main school entrance. This is done for the safety of the children and staff. Anyone entering the building must be buzzed in by the secretary/staff person. If the secretary or staff person does not know you by name you will be required to show identification.

### **SNACK**

Each day the students take time to eat snack. Students bring in their own, individual snack from home. Though, students are asked to bring a snack from home, we ask that this snacks are healthy snacks **MUST BE PEANUT FREE**. (examples fruits, vegetables, yogurt, cheese sticks, applesauce pouches) Potato chips and candy are discouraged. As always, the students are asked NOT to share

their food with one another and to only eat what comes from home. Please keep snacks and lunches healthy.

Students will also bring their own flip top water bottle. Please put your child's name on it.

## **STUDENT SERVICES**

Administration and the Academic Facilitator serve as a resource for the classroom teacher in helping respond to identified academic or behavioral concerns of students that may surface during the course of a school year. The team assists the classroom teacher in planning and choosing appropriate academic or behavioral strategies to address identified needs. All inquiries are kept confidential. If necessary, an Exchange of Information Release Form may be required based on the strategies recommended.

### ***Students with Special Needs***

Catholic schools will attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability. If the school cannot meet a particular student's special learning needs with minor adjustments, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met. (Archdiocesan policy 5204)

### ***Students with Special Needs Records***

Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record (Archdiocesan policy 5304.1)

## **TOYS**

In order to keep children from being disappointed by a broken or lost toy or book, we prefer that they use the toys and books provided by the preschool. Please leave all toys, books, blankets, and trinkets at home. On special occasions, the parents will be notified when it is okay for the child to bring in a special toy or book for things such as "show and tell."

## **VOLUNTEERING**

### **VOLUNTEERING AND THE ARCHDIOCESAN SAFE ENVIRONMENT PROGRAM**

Opportunities for volunteering time include assisting the teachers with classroom activities, class parties, projects as requested, and chaperoning on field trips. **Parents wishing to volunteer time where children are present must comply with Archdiocesan guidelines found on the parish website.** <https://www.sgmparish.org/Our-Parish/Safe-Environment> SGM requires all volunteers to comply with these guidelines and they are required for all educational and sports programs. If you have not completed these procedures or you need to check if your status is current to volunteer, contact Barb Hussey [communications@sgmparish.org](mailto:communications@sgmparish.org) at the parish office for more information.

## UNIFORM AND CLOTHING

Preschool students wear uniforms unique to our program.

- Shirts: Each child is asked to wear a SGM monogrammed, hunter green polo or SGM screened print t-shirt.
  - T-shirts, short and long sleeved, are purchased through *Just Me Apparel*.
  - SGM monogrammed, green polo shirts, short and long sleeved, and SGM monogrammed polo dresses are purchased through *Just Me Apparel*.
- Shorts/Pants/Skorts: Each child is asked to wear navy colored shorts/pants/skorts. No fleece, jeans, or jean like material are allowed. The parents have the discretion of what type of bottoms the child should wear depending on weather conditions. When the weather gets colder, the children are allowed to wear **solid** gray, black, white, or navy colored tights or leggings under the skorts, but they should not be worn instead of a skort.
- Polo Dresses: The monogrammed, hunter green dress is available for purchase at *Just Me Apparel*. They are available in short and long sleeve. Students need to wear shorts, tights, or leggings underneath their dress.
- Tennis shoes must be worn to school. Children should not wear sandals, slip on shoes, or boots to preschool.
- All children should have a change of clothes and underwear, clearly labeled with their name.
- During cold weather, please have your child dressed for 20 minutes of outdoor play. A sweater, jacket or sweatshirt may be left in case of changeable weather.

We ask that each student has at least one polo top (shirt or dress) to be worn on Atrium days, school pictures, and other special events. *Just Me Apparel*. 232 Old Sulphur Spring Rd, Ballwin, MO 63021, [\(636\) 391-3551](tel:6363913551).

## WITHDRAWAL POLICY

In the event that it is necessary to withdraw your child from preschool, please notify administration in writing as soon as possible. Registration fees will not be refunded.

## ORGANIZATIONS

### St. Gerard Majella School Board

The School Board is the parish's representative body for identifying and articulating the educational needs and aspirations of the parish elementary full time school. The School Board acts in an advisory capacity to the pastor and the administration of St. Gerard Majella School in accomplishing the educational and formational mission of the full time school within the parish.

The School Board consists of 12 members each serving a three-year term. In addition the Pastor may appoint one voting member from the parish community at large. The Pastor, Principal, and current APT President are ex-officio members of the board. A selection process is held each spring to replace school board members whose terms have expired. The selection process includes gathering names of potential school board members through a nomination procedure outlined in the SGM School Board Constitution and By-Laws. At a spring school board meeting the pastor randomly draws four names from the pool of those willing to serve. Those names are then communicated to the school community.

The work of the board is to discuss full time school related issues as well as recommend and set policies that assure the quality and viability of the full time parish elementary school. The board encourages parents' comments and suggestions at any time. While parents are also always free to discuss school issues with the Pastor, matters of policy will be referred to the board.

The board functions in accordance with Archdiocesan guidelines. The board functions only through its meetings, which are held regularly throughout the school year. Interested parents and parishioners may attend board meetings and may address the board during the open forum portion of each meeting. To be placed on the open forum agenda, contact the board president at least 48 hours prior to the scheduled meeting.

Dates and times of the meetings are published in the school calendar, parish bulletin, and the weekly newsletter.

A synopsis of the School Board minutes are published in the weekly newsletter and posted on the website.

### **Alliance of Parents and Teachers (APT)**

The APT is a very active group that provides many valuable services to the school including recruiting and coordinating parent volunteers to assist the teachers with various programs. They provide Room Parents to assist with special school activities, host teacher luncheons, and do many other projects for the school. In addition, this organization also sponsors fundraisers that benefit the school. All parents are automatically members of the APT and all are encouraged to attend APT meetings. Dates of the APT meetings are posted on the APT page of the school website.

- **APT Green/Gold Weekly Raffle**—as an alternative way to raise additional funds to secure programs currently in place and to help keep tuition at a minimum, the APT organization instituted a weekly raffle. This replaces the multiple, door to door fundraising initiatives which had typically occurred in September as the students and families were experiencing “Back to School” financial crunches. This fundraiser occurs prior to spring break and all registering families for the next year are expected to participate. **Tickets purchased are tax deductible!**

- **Raffle Specifics**

- Each preschool-8th grade school family will be responsible for selling a minimum of 8-\$25.00 raffle tickets (\$200 total) Preschool ONLY families are required to sell a minimum of 4-\$25.00 raffle tickets. (\$100 total)
- Families who do not sell the minimum total will have the difference added onto their tuition responsibility
- Selling period for current families will take place in Feb/March. New families the selling period is June through August.
- The raffle takes place every Monday throughout the school year
- The first Monday of each month, the winner will receive a cash prize of \$250.00
- Every additional Monday in the month, the winner will receive a cash prize of \$75.00
- \*\* BONUS**—If you win the cash prize for the week your ticket will automatically be re-entered for the following Mondays!!!!!! There are a total of 39 chances to win!

*“This Student/Parent handbook contains established policies and procedures for the 2025-2026 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include the approximate date the change will take effect.”*

## CONTACT INFORMATION

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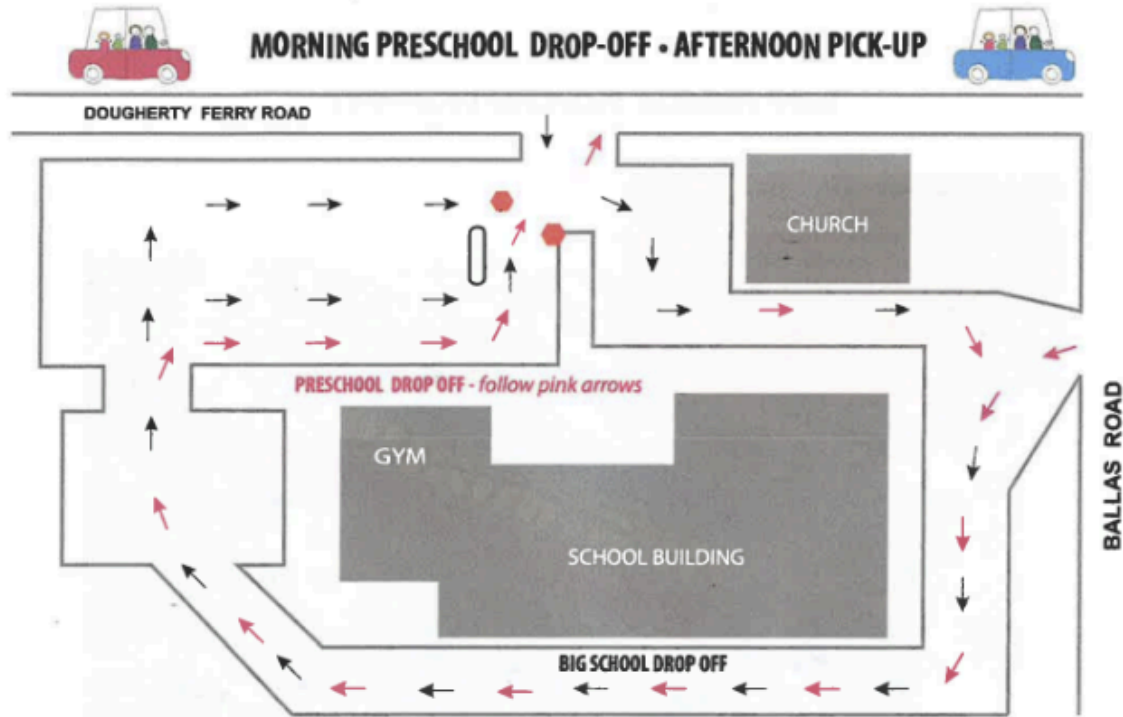
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## MORNING DROP OFF

Enter the school parking lot from Ballas Road or Dougherty Ferry Road. Continue to drive around the back of the building with the flow of the big school drop off lines. Your child stays in the car until you get to the main parking lot. There you will stay closest to the sidewalk/stage lane for Preschool Drop Off. You will stay inside your car. Ms. Gintz and preschool staff will come to let the students out. Once students are on the curb, preschool cars will pull up and join the big school lane to exit onto Dougherty Ferry. Please do not exit onto Ballas until have 7:50 a.m.





## Noon Dismissal Procedures

There will be two options for noon dismissal this year, which will unfortunately vary depending each day. This is due to middle school lunch recess being held on the blacktop during noon pick up time.

On most days, middle school students have recess on the field. However, when the field is wet or muddy—such as on rainy days—recess is moved to the blacktop and continues until 11:55 a.m.

### Dismissal Option 1: Blacktop Available (No Recess)

If the blacktop is open and not being used for recess:

- You will pull onto the main lot, facing the stage.
- Please line up in two rows.
- Once all students are safely in their cars, cars will be dismissed to exit the lot.

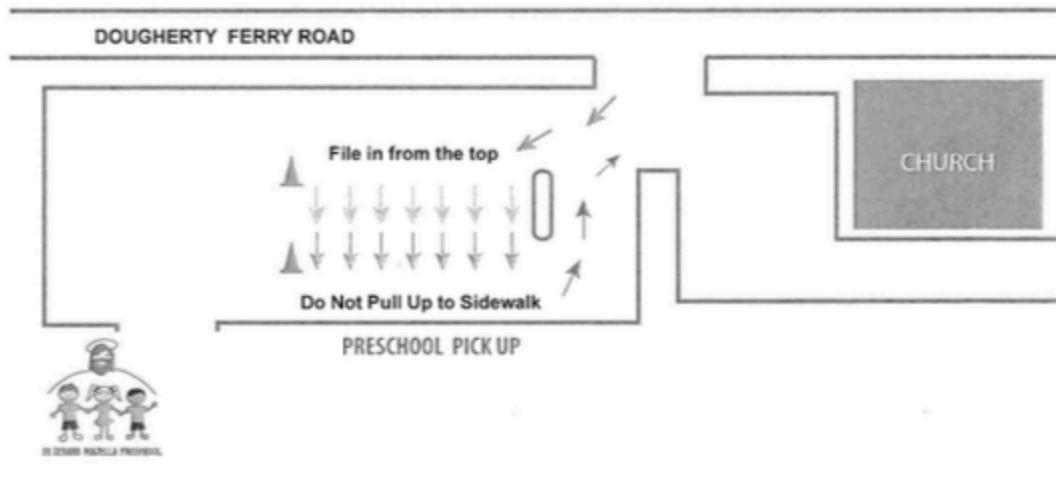
### Dismissal Option 2: Blacktop Unavailable (Recess in Progress)

If middle school recess is happening on the blacktop (usually due to a wet or muddy field):

- You will need to find a parking spot on the church side of the lot.
- If no spots are available, you may double park behind parked cars.

**In both scenarios, preschool staff will walk your child outside at Mary's Garden. You will meet your child there.**

Thank you for your cooperation in keeping dismissal safe and smooth for everyone and we appreciate your flexibility and understanding as we adjust dismissal procedures based on daily conditions.



## **St. Gerard Majella Dismissal Procedures**

1. 2:00 PM - Gate at Ballas entrance will open. Cars may go around back of school to prevent overflow onto Ballas Road.
2. 2:30 PM - Gate entering teacher's lot will open. Cars may enter main school parking lot.
3. Please refer to the diagram for order of line up.
  - A. Lanes 1, 2, and 3 face the church (**red** lanes). All of these cars must be straight and parallel to Dougherty Ferry.
  - B. Lanes 4, 5, and 6 face Dougherty Ferry (**green** lanes). All of these cars must be straight and pull as far forward as possible. Lane 4 should begin closest to the playground and line up down to the island. Lane 5 should begin directly behind lane 4 starting closest to the island ending by the playground. Lane 6 begins closest to the playground and ends by the island.
  - C. Lane 7 (**blue** cars) may park at an angle as needed starting closest to the island.
  - D. Lane 8 (**yellow** cars) is parallel to the sidewalk going only halfway down. Do not pass the angled sidewalk.
  - E. Lane 9 (**pink** cars) parks on the east lot and around the back of school fitting two cars side by side and when able three cars along side each other. These cars will exit alternating.
4. Please note that cars parked in the east lot or around the back of the building must exit their cars to walk up to greet their children or wait until dismissal to pick up at the stage.
5. Preschool is dismissed at 3:00 PM and K-8 is dismissed at 3:10 pm.
6. Dismissal from lot begins after whistle in order of rows (see diagram).
  - Lane 1 exits fully, followed by lane 2 then lane 3.
  - Lanes 4 through 7 exit in a "snake" pattern starting on the playground side of lane 4.
  - Lane 8 follows at the end of lane 7.
  - Lane 9 follows alternating cars.

*When exiting, please do not block "THE BOX" if exiting onto Dougherty Ferry to allow for all cars to exit around the church onto Ballas Road.*

